

C  
N48np1Zc  
1913

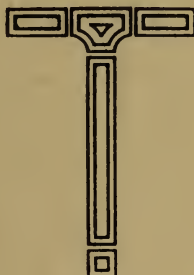
Plattsburg  
Training Sch.  
Commercial Teachers Course  
1913

# THE COURSE FOR COMMERCIAL TEACHERS

1913

STATE NORMAL SCHOOL  
Plattsburgh, N. Y.

UNIVERSITY OF ILLINOIS LIBRARY



UNIVERSITY OF ILLINOIS

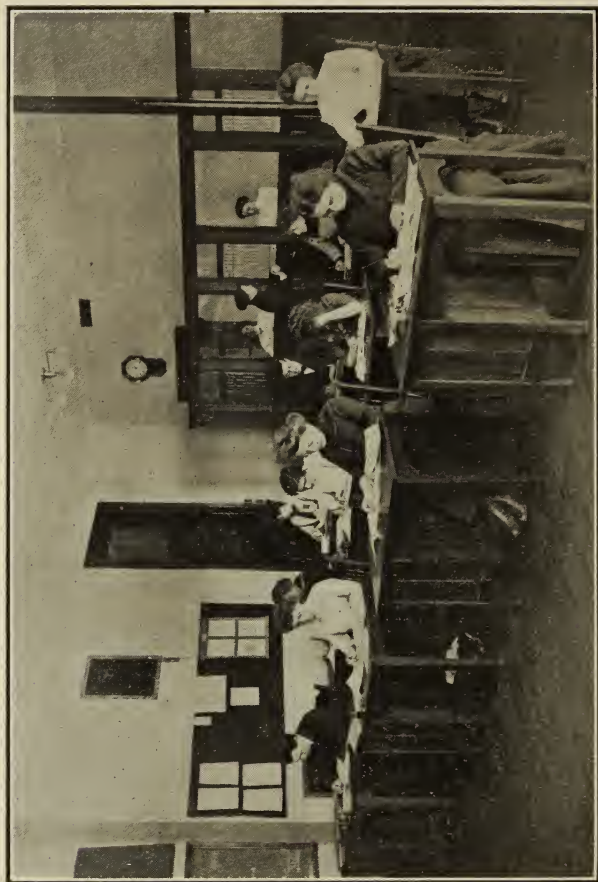
JAN 13 1913

PRESIDENT'S OFFICE

PUBLISHED BY THE SCHOOL  
PRINTED IN ITS OWN PRINT SHOP







ACCOUNTING CLASS

## FACULTY

GEORGE K. HAWKINS, D. Sc.

Principal of the School

Prof. W. G. THOMPSON

Head of Department of Commercial Education

Bookkeeping, Accounting, Office and Business Practice

Shorthand, Typewriting,

Commercial English and Correspondence

Business Writing

O. W. KITCHELL, D. Sc.

Commercial Arithmetic, Commercial Geography

Commercial Law, School Economy

Logic

ALONZO N. HENSHAW, Ph. D.

Psychology, History of Education

B. G. SINCLAIR, A. M.

Economics, History of Commerce

---

The Faculty of the Department of Commercial Education  
are regular members of the Normal School Faculty.

## INTRODUCTORY

**N**OTHING can be of such enduring consequence to the educational interests of New York as a qualified and professional teaching service. Such a body of teachers must possess not only accurate scholarship, but they must be imbued with the spirit and purpose of instruction. Such a trained and devoted body of teachers can result only from a uniform and persistent general policy looking to that end. Each act and all efforts of the public school authorities must conform to such a policy. The Normal Schools must not be held back from doing all that such magnificently equipped institutions may do to produce this result by reason of the presence of students unprepared for professional work, and who are not in sympathy with the spirit which should characterize professional institutions. On the other hand, it is the imperative duty of supervisory officers and teachers to seek out and secure competent and prepared material for these institutions, that they may continually send into the teaching service a sufficient number of men and women to influence and direct the whole mass.

A rapidly increasing demand for commercial education in high schools, academies, and private schools, and the growing tendency to broaden existing commercial courses, have created a demand, far in excess of the supply, for young men and women *trained* to teach the commercial subjects. It is conceded that this training should be at least as broad as that required for other teachers in secondary schools.

How to meet this increasing demand for thoroughly trained commercial teachers is a growing problem. The remuneration of commercial teachers is particularly attractive, and those who intend to enter the teaching profession will do well to investigate carefully this course.



## GENERAL REGULATIONS

**T**HE Plattsburgh Normal School is designed to furnish trained teachers for the public schools of New York State. The school provides two courses of professional instruction ; the Elementary Teachers Course and the Course for Commercial Teachers. The course first mentioned is common to the other normal schools of the state. The commercial course is given only at Plattsburgh.

In order to be admitted, persons desiring to enter the school must receive a formal appointment from the district superintendent of the district or the superintendent of the city in which they reside. Such persons should write to the principal of the school or to the State Education Department for an application blank. This blank should be filled out and mailed as directed.

Residents of other states are admitted by special appointment of the Commissioner of Education and are required to pay in advance to the treasurer of the local board a tuition fee of \$20 for a term of 19 weeks.

On concurrence of the principals interested a student may be transferred from one normal school to another by the Commissioner of Education, for cause.

To all resident students tuition is free. The use of textbooks is free to all professional students.

The school year opens on the second Wednesday in September and continues in session 39 weeks. The year is divided as follows ; two terms of 19 weeks ; one week at the close of the year for examination and graduation. Students may be graduated at the end of each term, but commencement exercises will be held only at the close of the year in June.

## ENTRANCE REQUIREMENTS

**P**ERSONS applying for admission to the Course for Commercial Teachers must be at least sixteen years of age and must satisfy one of the following requirements:

1. Graduation from any four-year course in an approved high school or its equivalent.

2. Graduation from a general normal course approved by the State Education Department or from a college course similarly approved. Applicants presenting such credentials will be permitted to graduate in one year if they show the required aptitude.

3. Applicants, 21 years of age, who have completed two years of academic work in a high school may be admitted with the understanding that they must complete the minimum approved high school course before graduation.

Applicants who have completed three years of academic work plus an approved commercial course may be admitted with the understanding that they must complete the minimum approved high school course before graduation. Credit will be given for the commercial course so that the diploma may be earned in two years.

The aim of this course is to prepare teachers of commercial subjects for high schools, academies and private schools of New York State.

---

Applicants seeking advanced credit in elementary or advanced bookkeeping will be expected to submit their bookkeeping sets for examination.



## SUBJECTS IN THE COURSE

**T**HE Course for Commercial Teachers extends through two years and includes the following subjects. The numerals indicate the number of 45 minute periods required in each subject.

El. bookkeeping, business practice, business writing, and methods	200
Adv. bookkeeping, office practice, business writing, and methods	200
Commercial arithmetic and methods .....	100
Commercial geography and methods .....	100
Commercial English, correspondence, and methods .....	60
Commercial law and methods .....	100
History of commerce and methods .....	100
Economics .....	100
Elementary shorthand and methods .....	200
Advanced shorthand and methods .....	200
Typewriting and methods .....	200
Principles of accounting .....	100
Accounting practice .....	100
Logic .....	80
Psychology .....	100
Principles and history of education .....	100
School economy .....	40
Observation and practice .....	400

Graduates from this course, upon recommendation of the principal of the school, will receive a diploma, which will license its holder to teach in any commercial school or commercial department in any public school in the State.

# ARRANGEMENT

## FIRST YEAR

### *First Term*

Elementary Bookkeeping and Methods.....	6
Methods of Business Writing .....	2
Commercial Arithmetic.....	5
Commercial English, Correspondence, and Methods .....	3
Elementary Shorthand .....	5
Typewriting .....	5
Psychology .....	5

### *Second Term*

Advanced Bookkeeping and Methods .....	8
Business Practice and Methods .....	2
Commercial Geography and Methods .....	5
Elementary Shorthand and Methods .....	5
Typewriting and Methods.....	5
Logic .....	4

## SECOND YEAR

### *First Term*

Principles of Accounting .....	5
Advanced Shorthand .....	5
School Economy.....	2
Commercial Law and Methods .....	5
Economics.....	5
Observation and Practice.....	10

### *Second Term*

Accounting Practice.....	5
Office Practice and Methods .....	2
Advanced Shorthand and Methods.....	5
History of Commerce and Methods .....	5
History and Principles of Education.....	5
Observation and Practice .....	10

The numerals following the subjects indicate the number of recitations per week.

## DESCRIPTION OF SUBJECTS

### **Bookkeeping**

**Elementary Bookkeeping.**— The purpose of this subject is to give a thorough knowledge of the fundamental principles of bookkeeping, and thus lay a solid foundation for the study of advanced bookkeeping. Journalizing is emphasized so that the student may be able to express in journal entry form any bookkeeping facts that may be presented to him. The evolution of the original journal into the modern journals—cash, sales, purchases, etc., is explained and the books are used.

**Advanced Bookkeeping.**— In this course controlling accounts are used to illustrate the articulation of subsidiary ledgers with the main ledger. Practice is given in the use of special column books of original entry. The system known as the voucher system, proprietors' capital and private accounts, and changing books from single to double entry are given due attention. As many advanced problems are studied as time will allow.

### **Business and Office Practice**

The aim of this course is to familiarize the student with all forms of business papers, bound books, loose-leaf books, card systems, filing systems, office appliances and equipment, indexing, office organization, etc., through the use of several well equipped offices and a bank.

### **Accounting**

**Practical Accounting.**— The work of this course covers the philosophy of accounts and the practice of accounting. The principles are applied to manufacturing costs and corporations.

**Accounting Practice.**— The work of this course is primarily analytical and consists of practical problems in accounting, illustrating in greater detail the principles taught in practical accounting. Special attention is given to the preparation of

## Description of Subjects (continued)

manufacturing, trading, and profit and loss statements, balance sheets, statements of income and expenditure, realization and liquidation accounts, statements of affairs, finding missing accounts, etc.

### **Business Writing**

The purpose of this course is to develop efficiency in writing with pen and crayon. A plain hand suitable to business will be insisted upon. The supervision of penmanship in the grades and high school will receive special attention.

### **Shorthand**

Elementary Shorthand.— This part of the work is intended to cover the principles of Pitmanic shorthand, and to carry the student far enough in dictation to enable him to write and transcribe correctly.

Advanced Shorthand.— This part of the course takes up advanced reporting principles. Daily dictation is given to develop speed until ordinary business and literary matter can be accurately and speedily written. Rapid transcribing of notes on the typewriter receives much attention. A careful comparison of the leading Pitmanic systems is made and their differences studied.

### **Typewriting**

This course is intended to give the student a mastery of the touch method of operation, and a familiarity with the various kinds of work to be done on the machine. Thorough instruction and drill in general office work is given. The importance of accuracy with speed is emphasized.

### **Commercial English and Correspondence**

The principal object of this course is to drill the student in the use of correct and forceful English for business purposes.

## Description of Subjects (continued)

Business English is efficient English. Later in the course the time is given up entirely to practical business correspondence including follow-up letters, advertisements, etc.

### **Commercial Arithmetic**

While this course is intended to cover all the principles of arithmetic, the chief aim is to secure efficiency in the handling of such arithmetical problems as are peculiar to business.

### **Commercial Law**

In this course the effort is made to explain, as clearly as possible, those fundamental legal principles, the knowledge of which the business man will most frequently find of value.

### **Commercial Geography**

This subject is viewed as a study of the localization of industries and exchange of products, as determined by the natural, human, and economic factors. The general aim is to discover and comprehend the conditions and principles underlying trade.

### **History of Commerce**

As commercial geography portrays the commerce of today, so the history of commerce should depict in broad lines the commerce of past ages. The student should acquire a general knowledge of the origin and early development of commerce; should be able to trace its influence on the world's civilization, and should become acquainted in a general way with the great influences by which the history of commerce has been affected.

### **Economics**

The aim of this course is to give the student a clear understanding of the principles underlying the business activities of the country and to enable him to apply sound economic reasoning to the practical problems of business life.

## Description of Subjects (continued)

### **School Economy**

The purpose of this course is to present concisely and definitely the problems which arise in school management, to examine them in the light of psychology, hygiene, and sociology, and to make helpful suggestions looking to their solution.

### **Psychology**

The aim of this course is to give a general introduction to the subject, emphasizing the topics which bear on education.

### **Logic**

This course aims to train the student to appreciate the exact significance of language, to gain a comprehension of the essential principles of correct thinking, to develop critical habits of mind, and to apply correctly the inductive and deductive method in teaching.

### **History of Education**

Acquaintance with at least the outlines of this subject is desirable, to give teachers some understanding of the significance of their own work and place in the educational world.

### **Methods**

The most approved methods of presenting each commercial subject will be thoroughly taught, and students will be required to teach at least 300 of the 400 hours assigned for observation and practice.

The arrangement and installation of commercial courses, the equipment of commercial departments in high schools, etc., will receive careful consideration.



## GENERAL INFORMATION

**P**LATTSBURGH is situated on the Delaware & Hudson Railroad between Albany and Montreal. It is a city of about 12,000 inhabitants, with an excellent system of sewerage and an abundant supply of pure water. These circumstances together with the natural healthfulness of the Adirondack region, make the location peculiarly desirable. Plattsburgh is unsurpassed in natural scenery and historic associations. On the one side is the broad expanse of Lake Champlain, studded with islands, with the Green Mountains in the background, while in the other direction stand the clear cut forms of the distant Adirondacks.

The building is modern in architecture and construction, attractive in appearance, well lighted, heated by steam and ventilated by the most approved appliances. A new system of electric lights was installed during the past year and full provision was made at the same time for the use of the stereopticon for visual instruction. The sanitary arrangements are in every respect exceptionally good and all modern improvements have been employed to ensure the comfort and welfare of students. Pictures and statuary abound throughout the building and every effort is made to surround the student with an atmosphere of taste and cultivation.

The equipment for carrying on the work in the commercial course is new and complete. The accounting department is equipped with special flat-top desks which were made in our own manual training department, and which have been pronounced the best bookkeeping desks in use. The business and office practice is carried on by means of several offices and a bank which are equipped with all modern office appliances, including flat and rotary mimeographs, press and roller copiers,

## General Information (continued)

flat and vertical letter files, card cabinets, etc. The typewriting room has sixteen of the latest model standard typewriters and desks. Special rooms are equipped for shorthand and for high school use. A growing commercial museum furnishes opportunity for the study of the materials of commerce.

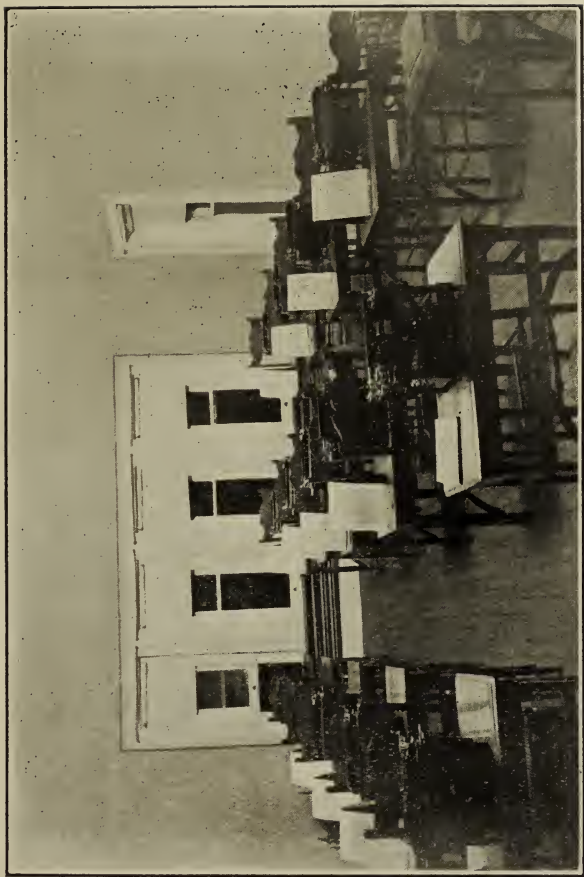
A well selected reference library of more than 8000 volumes occupies one of the largest and pleasantest rooms in the building. A special librarian is in attendance at all times to give students necessary assistance. The reading room is bountifully supplied with leading periodical literature, especially that of pedagogical character.

The school possesses a large gymnasium, well equipped with modern appliances for exercise. A dressing room and shower bath with hot and cold water have been provided. The large campus has a base ball diamond, tennis court, etc., and affords ample opportunity for all outdoor games.

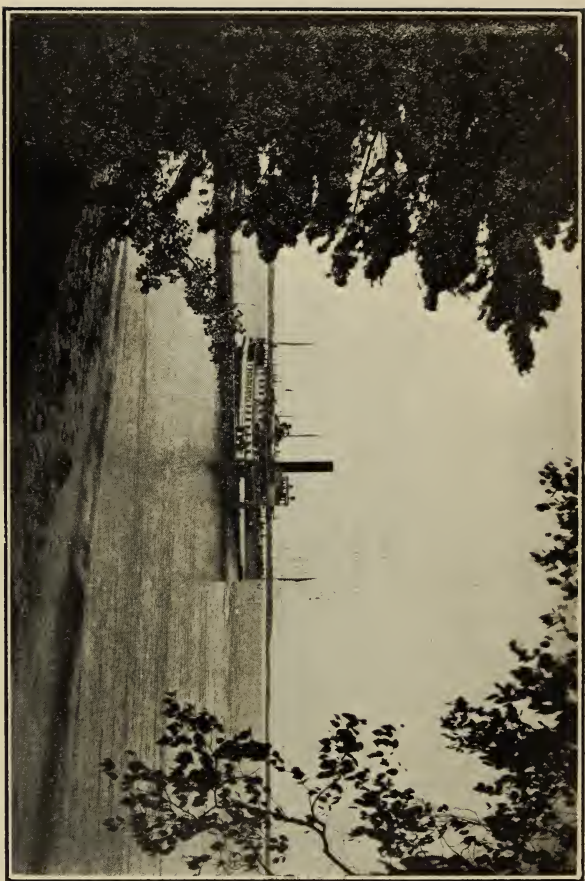
Rooms with board can be obtained in private families for from \$4.00 to 4.50 a week, including fuel and light. The greatest care will be taken to secure quiet and home-like boarding places. Rooms may be obtained, either furnished or unfurnished, at low rates for those students who may desire to board themselves.

On arriving at Plattsburgh, students should go immediately to the Principal's office in the school building, where they will be met by the Principal or other members of the faculty and directed to boarding places.

For information concerning the school, not found in this circular, address the Principal, who will be pleased to answer all questions.



TYPEWRITING ROOM



LAKE CHAMPLAIN





3 0112 105659442

